

Little Wonders Nursery aims to provide a safe, well-controlled, and risk-free place where children are content and enjoy learning, as an early years provider we are responsible for the nurture and welfare of all the children in our care, with the intent to help them grow and develop. All efforts are made to ensure children are safeguarded from any form of actual or potential abuse or harm and they have a sense of purpose and belonging in our setting.

Our Nursery will work in partnership with children, parents/carers and the community to ensure the rights and safety of children and to give them the very best start in life.

Due to the many hours of care we provide, nursery practitioners are a child's first interaction with a significant adult other than their own parents, which means the child may feel more comfortable confiding in them. It is essential that all our staff are familiar with the procedures that will be followed if there is any reason to believe that a child in our care is subject to abuse of any kind, including **physical, sexual, emotional abuse or neglect**.

All staff are aware of their responsibility to act promptly upon any concerns they may have about a child or member of staff at the nursery. The nursery will follow the procedures set out in the Early Years Foundation Stage statutory framework and guidance set by the local authority.

The key legislation and documentation

- Working together to Safeguard children (2018)
- 'What to do if you worried a child is being abused: advise for practitioners'
- The Prevent Duty guidance for England and Wales
- Safeguarding Vulnerable Groups Act (2006)
- Keeping Children Safe in Education (Sept 2023)
- The Early Years Foundation Stage (EYFS) Statutory framework
- Information sharing advise
- Counter-Terrorism and Security Act 2015.

The designated Safeguarding Officer:

The DSL is: ????????

The DDSL is: ????????

The Role of the Designated Safeguarding Officer (Nursery Manager)

Main Purpose

To liaise with safeguarding children agencies in any child protection situation and ensure staff are aware of child protection issues, including possible indications of abuse or neglect, and receive training and support to enable them to implement Safeguarding Children Policies and Procedures.

Roles and responsibilities

- To liaise with relevant safeguarding children agencies in any child protection situation.
- To ensure that all relevant people are kept informed on issues such as case reports, referrals, and where appropriate disciplinary action.
- To provide information, advice, and support to nursery practitioners.
- Ensure Safeguarding Children policies and procedures are kept up to date according to **Children's Safeguarding Assurance Partnership (CSAP)** procedures.
- Maintain case records.
- Attend any Safeguarding Children training and feed back to nursery practitioners.
- To provide in house training on safeguarding to all staff in the nursery.

Training for Nursery Practitioners

All our staff and trustee will receive in house safeguarding training. This will include the procedures for recording and reporting. All staff and volunteers working on the premises are suitable to have contact with the children, with key practitioners having completed relevant safeguarding training including: safeguarding children (level 2, FGM and prevent duty course.)

All staff have easy access to a list of all the nursery policies on Microsoft teams including all Little Wonders safeguarding policies and procedures, this is an easy-to-use system that has been produced by ourselves to help our staff understand their roles and responsibilities towards safeguarding children in our care.

we protect children's welfare by ensuring:

- All staff members are trained to understand all our safeguarding policies and procedures and how to support the welfare of children in accordance with the legal framework.
- Sharing these guidelines with parents, carers, nursery practitioners and volunteers.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to the signs and symptoms of abuse, and understand their professional duty to ensure safeguarding concerns are reported to the local authority children's social work team or the NSPCC.
- Adequate and appropriate staffing resources are provided to meet the needs of children.

Safer recruitment

- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Following procedures for safer recruitment and selection of employees
- Obtaining a Disclosure and Barring Service (DBS) check for all employees, volunteers and students on placements.
- All employees, volunteers and students on placements will provide proof of identity, detailed references.
- Providing effective training, support and supervision of nursery practitioners, volunteers and students on placement as appropriate.

- Evoking any other procedure that will assist with safeguarding children from abuse or neglect. Such procedures may include Equal Opportunities or Medication Procedures.
- Volunteers and trainees do not work unsupervised.
- All information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed on the central record.
- We notify the Disclosure and Barring Service of any person who is dismissed from our employment or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.

Visitors, Privacy and records

- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
- Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
- The designated person in the setting has responsibility for ensuring that there is an adequate e-safety policy in place.
- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision, and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern; however, this should not delay any referrals being made to the children's social worker services, the LADO, CSAP, Ofsted or Riddor.

Causes for concern

The staff are trained to identify the four main types of abuse and neglect (physical, emotional, neglect and sexual) at the earliest opportunity, and to respond in a timely and appropriate manner, some causes for concern may include:

Physical injuries - Nursery practitioners are in regular contact with small children therefore are familiar with the normal range of minor injuries that children sustain in their day-to-day activity. There is a cause for concern if a child appears to sustain significantly more than the average of

these types of injuries, or if the injury is in an unusual place, or forms a pattern suggesting the child has been hit, gripped or bitten, or is in physical pain or discomfort. Burns and scalds that have not been treated by a doctor are also a cause for concern.

Poor physical appearance - deterioration in their general wellbeing, the child is always inappropriately dressed for the weather or is or in dirty clothes.

Unusual behaviour - changes in their behaviour or their play, such as showing negative behaviour or an attitude towards an adult or the child's behaviour shows a pattern that is destructive, cruel, challenging or withdrawn. The child shows significant eating and/or toileting problems.

Verbal comment - A child may say something that gives cause for concern (direct or indirect disclosure)

Negative parenting - The parent regularly shows anger, indifference or rejection towards the child or is more favourable to one over the other.

Wider safeguarding issues

We consider factors affecting parental capacity and risk, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.

We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession, witchcraft, sexual exploitation of children (grooming), such as through internet abuse; and Female Genital Mutilation ([Female genital mutilation - GOV.UK \(www.gov.uk\)](http://www.gov.uk)) and radicalisation; that may affect, or may have affected, children and young people using our provision.

We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, We may become aware of any of these factors affecting older children and young people who we may come into contact with.

Female Genital Mutilation

Female Genital Mutilation (FGM) is an extremely harmful and abusive practice against children. This type of physical abuse is practised as a cultural ritual by certain ethnic groups. It comprises all procedures that involve partial or total removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons.

symptoms and indicators for FGM may include: Difficulty in walking, standing or sitting; Spending longer time going to the toilet; child appears withdrawn, anxious or upset; having a change in behaviour and bleeding;

If staff are concerned that a child is at risk of FGM, they must inform the Safeguarding Officer. Under Section 74 of the Serious Crime Act 2015 amended the Female Genital Mutilation Act 2003, it is a legal duty for teachers and people working with children to contact the police, if: 1. They are informed by a girl under the age of 18 that she has undergone an act of FGM or 2. They

observe physical signs that an act of FGM may have been carried out on a girl under the age of 18. This mandatory reporting is in addition to the usual reporting of child abuse (DFE 2016)

Domestic Abuse

Exposure to domestic abuse and/or violence can have a serious effect on a child's behaviour and overall wellbeing. It can negatively impact the children's emotional and psychological development, mental health as well as their education outcomes. It undermines the child's basic need for safety and security.

The Domestic Violence, Crime and Victims Act 2004 extended provisions to help stop domestic abuse and created the new offence of "causing or allowing the death of a child or vulnerable adult". This Act was amended in 2012 by the Domestic Violence, Crime and Victims (Amendment) Act 2012 to include 'causing or allowing serious physical harm (equivalent to grievous bodily harm) to a child or vulnerable adult'.

Where domestic abuse is taking place in a child's home the child is at risk of harm, whether they witness the violence or not. If there are any signs or symptoms that domestic abuse may be occurring, we must act promptly according to our safeguarding / child protection policy

Recording information

Recording an accurate account of disclosures, conversations, child's behaviour, and observations is vital to ensure that factual and clear information is passed on to the relevant persons.

All records must be up to date and stored safely.

Where we believe that a child in our care or that is known to us may be affected by any of the factors mentioned above, we follow the procedures below for reporting child protection concerns and follow the LSCB procedures.

Where such evidence is apparent, the child's key person makes a dated record of the details of the concerns and discusses what to do with the member of staff who is acting as the 'designated person'. The information is stored on the child's personal file.

What to record: Accidents/incidents that happen at the setting, existing injuries a child arrives at the setting with, a body map to record where the injuries are; and a record of the parent's and child's version of the injury. Any direct or indirect disclosures made by a child.

Who should record: the practitioner seeing, hearing, or reporting the concern.

When to record: as soon as practically possible. Practitioner should not break the child off from sharing but record as soon as possible after you have seen / heard the concern. **MUST** be within the same day.

Who it should be shared with: The setting's designated lead practitioner (DSL) or the DDSL, who will then decide the next steps. The setting should always speak to parents around the concerns unless by doing so would put the child in danger.

Where to store the record: Child's confidential file (in a safe space and lockable cabinet) that is only accessible to management / lead practitioner.

If a staff member or volunteer is unhappy with the decision made by the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.

We refer concerns to the local authority children's social care department and co-operate fully in any subsequent investigation. In some cases this may mean the police, or another agency identified by the Local Safeguarding Children Board.

Confidentiality

Concerns should be kept confidential and particular care taken when dealing with sensitive information. How long they are stored is in line with the GDPR guidelines.

The Prevent duty

There is no single way of identifying an individual who is likely to be susceptible to terrorist ideology. As with managing other safeguarding risks, staff should be aware of changes in children's behaviour that could indicate that they may need help or protection. Children at risk of radicalisation may display different signs or seek to hide their views. Staff should use their professional judgement in identifying children who might be at risk and act proportionately.

British Values

Our setting implements behaviours and etiquettes in line with the Fundamental British values in order to build the children's resilience to radicalisation. An environment where children can feel safe, valued and can contribute for the good of themselves and others. This includes:

Democracy: Making decisions together

Rule of Law: understanding rules matter as per Personal, Social and Emotional Development

Individual Liberty: Freedom for all

Mutual respect and tolerance: treat others as you want to be treated.

In the event of any concerns in relation to the Prevent Duty, the same procedures should be taken as child protection, by contacting **Multi Agency Safeguarding Hub (MASH)**

Additional safeguarding measures

Planning

The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being visible to others.

Curriculum

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

Mobile phones and Cameras

- It is recognised that personal mobile phones, cameras, and any electronic devices have the potential to be used inappropriately.
- To ensure the safety and appropriate use of these equipment's, and to safeguard children, we have mobile phones policy in place (referring to all electronic devises).
- Reference has been made to staff, this policy also covers volunteers and non-staff including parents.
- No personal devises are permitted use in the main setting.
- Children are always supervised when around or using any such devises for educational purposes.
- We are aware of electronic devises being an integral part of every child's life with them used widely at home, our children and parents are made aware of e-safety and the dangers and risks of use without supervision.

A child in need

There are some children who will have significant and complex additional needs whereby a plan is required in order to bring together services to support the child. This is achieved through the development of an Early Help Assessment (EHA). This assessment brings the parents and

specialist support from across education, health and social care together to devise a plan to meet the child's needs.

A child is considered to be in need if:

- They are unlikely to achieve a reasonable standard of health or development.
- The child's health or development is likely to be significantly impaired without access to services.
- difficulty communicating
- sensory or physical difficulties
- complex health needs.

What to do if you believe a child is in need

- Share your concerns with the Nursery's Designated Safeguarding Officer
- Assess the child's needs and develop a plan with the parents/carers so that the child's needs can be met.
- The setting will work with the parents/carers and the EHA Team if an EHA is required.

Dealing with a Disclosure

It is important that you conduct any conversation with a child appropriately.

1. **Receive the information- stay calm and listen to the child.**
2. **Reassure the child.**
3. **React appropriately- don't promise confidentiality and do not ask any questions.**
4. **Record-** You must keep accurate records of any concerns on a Cause for Concern: Disclosure form. Writing down the following
- 5.

- The child's full name
- Date and time of the disclosure
- Record exact words spoken by the child (as far as possible) and a record of the parent's version
- Record statements and observations and not interpretations and assumptions
- Draw a diagram with position of any injury or marks that can be seen on a body map
- Record the type of injury/marks (i.e Cigarette burn/ bruise etc.)
- Record any other persons present at the time

If a Cause for Concern disclosure form is not available such as on an outing away from the nursery, please write down the above (a-g) on paper until one becomes available.

6. **Report-** Report the disclosure to your designated Safeguarding Officer who will then take appropriate action.

The cause for concern sheet should be signed by the person reporting this, the designated Safeguarding Officer and Manager, and kept in a locked confidential file.

It is important that you do not attempt to investigate for yourself as this may jeopardise any future professional investigation and potentially contaminate evidence. Staff must not make comment either publicly or in private about a parent's supposed or actual behaviour.

Young people in the workplace

We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be considered, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

We have a whistle blowing policy in place.

Managing allegations or concerns about staff

We ensure that all parents as well as staff, know how to make a formal complaint about a staff member or volunteer in the setting which may include an allegation of abuse (refer to allegation of abuse policy). This may include:

- Behaviour that has or may harm a child.
- Committing a criminal offence against or related to a child
- Behaviour towards a child or children in a way that indicates they may pose a risk of harm to children

Any concerns about a member of staff should be addressed to the designated Safeguarding Lead, who will deal with them sensitively and promptly.

If the concern is about the Nursery Manager then the matter should be addressed to the Nursery Directors

Yasir Master: ymaster@littlewondersearlyyears.co.uk

Hafsa Patel: hpatel@littlewondersearlyyears.co.uk

Who would then contact OFSTED and Children's services or the police directly.

If an allegation of abuse is made about a member of staff or anyone working with children on our premises the following will take place:

- Details of the alleged incident will be recorded on a Cause for Concern form.
- We will refer any such complaint to the **Local Authority Designated Officer (LADO), Ofsted** (Ofsted shall be contacted within a 14-day period of receiving the allegation). and **Children's Safeguarding Assurance Partnership (CSAP)** or the local

Safeguarding Children Board will also need to be informed, the matter will then be investigated.

- We will co-operate entirely with any investigation carried out by the social services in conjunction with the police.
- Our policy is to suspend the member of staff involved in the alleged incident for the duration of investigation of the incident; this is not an indication of admission that the alleged incident has taken place, rather it is to protect the staff member as well as children and families throughout the process.

In addition to this:

- Staff will cooperate with the investigating authority.
- All investigation/interviews will be documented and kept in a locked file. Records on the alleged perpetrator will be kept for a maximum of 10 years; this includes records of people no longer associated with the provision.
- Unfounded allegations will result in all rights being re-instated.
- All allegations will be passed on to the relevant organisation will result in the termination of employment. OFSTED may be notified immediately of the allegation. The nursery will also be required to notify Disclosure and Barring Service (DBS) to ensure their records are updated.

Contact with OFSTED

Ofsted must be contacted within 14 days in the situation of managing allegations and concerns about staff or a child.

OFSTED TELEPHONE NUMBER 0300 1231231

[Multi-Agency Safeguarding Hub \(MASH\)](#)

Children's Services Support Hub

WHO TO CALL FOR IMMEDIATE SAFEGUARDING CONCERNS ABOUT A CHILD

Identity and contact details of the data controller

- Lancashire County Council, PO Box 78 County Hall, Fishergate, Preston, Lancashire, PR1 8XJ

Contact details of the data protection officer

- Our Data Protection Officer is Paul Bond. You can contact him at dpo@lancashire.gov.uk or Lancashire County Council, PO Box 78 County Hall, Fishergate, Preston, Lancashire, PR1 8XJ

If you think a child is in immediate danger - don't delay call the police on 999.

CALL: 0300 123 6720

OUT OF HOURS (5pm-8am) CALL: 0300 123 6722

Locality and Community Support Service

The **Locality and Community Support Service (LCSS)** is part of Children's Services. LCSS are the first point of contact where **NON-IMMEDIATE SAFEGUARDING CONCERNS** are identified.

CALL: 0300 123 6720

OUT OF HOURS (5pm-8am) CALL: 0300 123 6722

Local Authority Designated Officer (LADO)

The Local Authority Designated Officer (LADO) service provides management and oversight of individual cases of allegations of abuse made against those who work with children.

TIM BOOTH

CALL: 01772 536 694

Email: Tim.booth@lancashire.gov.uk

LADO.Admin@lancashire.gov.uk

Prevent Duty Manager Central

The role of our Prevent Team officers is to provide practical support to tackle the problem of terrorism and extremism at its roots and prevent vulnerable people and communities from being drawn into terrorism. This includes far-right extremism and some aspects of non-violent extremism.

SGT: Maxine Monks

CALL: 01772 413029

POLICE PREVENT TEAM CALL: 01282 472329

Email: concern@lancashire.pnn.police.uk